

## **Summary**

Requesting a Peer-to-Peer Review will need to be made by using the action function. The instructions below describe how to start the process of Requesting a Peer-to-Peer Review from within the case.



## **Search for Case ID**

Enter the **Case ID** into the Search Bar. Press enter or click anywhere outside of the box to be navigated to the case.

<b>X Kepro</b> Home Cases Create Case Consumers Setup I	Message Center o Reports Preferences Search by # Q ?
Action Button Once on the request page, click Action	<b>ns</b> located at the top.
ONSUMER NAME GENDER DATE OF BIRTH MEMBER ID/PLAN ANI TEST F 01/15/1977 (45 Yrs) TEMP001762021021000001 CASE ID CATEGORY CASE CONTRACT CASE SUBMIT DATE SRV AUTH UBMITTED 222350001 Outpatient WV Medical 08/23/2022	CONTRACT West Virginia
M-OUTPATIENT CAS	E SUMMARY ACTIONS - COPY EXTEND
Select Peer to Peer Review The Actions will expand and show the available actions that can be selected for the case. Select Request Peer to Peer Review.	ACTIONS -       COPY       EXTEND         Add Additional Clinical Information       ation: 123 Somewhere Street Anywhere West Vir Information         Request Authorization Revision       ation Date : 08/23/2022 ation Time : 07:20 AM         Request Peer To Peer Review       Request Peer To Peer Review         REQUEST *       Select One
<b>Complete Information</b> A new box will appear. Select the <b>request number</b> from the dropdown and click <b>next</b> . A note or document must be attached to submit the action. Choose the document type and click <b>Submit</b> .	Request Peer To Peer Review  CanCEL  Nex  Nex  Nex  Allowed File Types: doc, docx, jog, jogg, mdl,  pdf, png, uf, uff, us, usx, xps.  Document Type  CanCEL  SUBMT  Submit  Submit Submit  Submit Submit Submit  Submit  Submit Submit  Submit  Submit